



# Illinois Department of Transportation

## Memorandum

---

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: August 15, 2017

---

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 16, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, August 29, 2017**. Applications will not be accepted after that time and date.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

CE VI

Land Acquisition Engineer  
Region 4/District 7/Program Development  
Highways Project Implementation  
Effingham

Attachments  
42168

Technical Applications [PM1080 rev 6/1/17](#) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, August 29, 2017, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer VI</b>	<b>Salary:</b>	<b>\$6,945 - \$8,983*</b>
<b>Position Title:</b>	<b>Land Acquisition Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW116-23-57-301-00-01</b>	<b>IPR#:</b>	<b>42168</b>

---

#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 4 / District 7 / Bureau of Program Development / 400 W. Wabash Ave., Effingham, IL

---

#### Description Of Duties:

This position is accountable for providing overall direction for district land acquisition activities including acquiring of necessary rights-of-way required to successfully complete the district highway construction program; managing state-owned property; administering the State Relocation Program for monitoring the local agency acquisitions; and directing highway and land surveys in the district.

---

#### Special Qualifications:

##### *Required:*

- Current Illinois Professional Engineer license
- Valid driver's license
- Statewide travel

##### *Desired:*

- Ten years' experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work
- Comprehensive knowledge of the modern methods and practices of directing highway and land surveys
- Ability to promote, establish, and maintain harmonious relationships with staff and the general public
- Strong oral and written communication skills

---

#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

\*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

\*\*Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	April 4, 2017	<b>POSITION:</b>	Land Acquisition Engineer
<b>APPROVED BY:</b>	Jeff South	<b>OFFICE:</b>	Highways Project Implementation/ D7 Region 4/ Program Development
<b>CODE:</b>	PW116-23-57-301-00-01	<b>REPORTS TO:</b>	Program Development Engineer

---

***Position Purpose***

This position is accountable for providing overall direction for district land acquisition activities including acquiring of necessary rights-of-way required to successfully complete the district highway construction program; managing state-owned property; administering the State Relocation Program for monitoring the local agency acquisitions; and directing highway and land surveys in the district

***Dimensions***

Staff:	6 Direct; 8-25 Indirect
Annual Acquisition Program:	\$1-\$10 Million
Average Parcels Acquired Annually:	150-750

***Nature and Scope***

This position reports to the Program Development Engineer. Reporting to this position are the Appraisal, Negotiations Condemnation Manager, Chief of Surveys, Plats and Plan Surveyor and a secretary.

This position is responsible for ensuring that citizens who are displaced or affected by the State receive just compensation for property while equally ensuring that the State does not overcompensate for its acquisitions. It supervises those involved in the management of state-owned property and ensures that all surveys including geodetic, topographic, highway and land surveys for the design of highway plans, and control monumenting for aerial surveys are completed in a timely manner. The incumbent operates in an engineering environment and must therefore combine engineering, real estate, and management judgment to make sound decisions on land acquisition matters.

Typical problems are of a technical nature and concern such areas of complex appraisals, complex title problems, engineering and surveying problems, and human relations problems involved in negotiations. The greatest challenge is acquiring land in accordance with predetermined time schedules, established policies and laws with a minimum amount of public dissatisfaction.

The incumbent personally performs consults with attorneys, court officers, county and state officials; writes and reviews various types of agreements; initiates and responds to correspondence; provides technical expertise within the district; researches agreements and documents to answer real property questions both in-house and for the public; establishes staff priorities; attends pretrial conferences; develops trial strategy; monitors work to ensure it is on schedule; monitors the section budget; makes recommendations on new land acquisition policies; and ensures staff members consider the possibility and impact of hazardous waste and asbestos on real estate to be acquired by the Department. The incumbent participates in planning and scheduling the district Annual Construction Program and attends public hearing and information meetings to provide information to the general public.

Responsibilities are accomplished through the following:

Appraisal Manager who is accountable for providing appraisal services, acquiring right-of-way by voluntary conveyance from landowners, assisting landowners and tenants in relocation, and managing state-owned property.

**Negotiations Manager** who is accountable for right-of-way by voluntary conveyance from landowners, assisting in relocation efforts and managing state-owned property.

**Plats and Plans Surveyor** who is accountable for preparing, reviewing for accuracy, and maintaining all plans, plats, legal descriptions, and associated documents used by the district for right-of-way appraisal and acquisition.

**Condemnation Manager** who is accountable for acquiring land through eminent domain proceedings; for providing engineering expertise in acquisition activities; for providing general acquisition services; and for supervising data input and retrieval utilizing the Land Acquisition system.

**Chief of Surveys** who is accountable for providing all district highway and land surveying services.

The incumbent has broad latitude for supervising all section functions. Superiors are consulted to discuss administrative and court settlements and whether to appeal unfavorable verdicts. The incumbent has authority to recommend personnel and salary changes. The position operates under departmental policy, eminent domain laws, and various statutes.

Internal contacts include district management for the purpose of exchanging information and coordinating activities and with the central Bureau of Land Acquisition for providing or obtaining information. External contacts are with local government officials to assist with right-of-way problems; county recorders, abstractors and title companies; court officials, special assistants for legal assistance; the Federal Highway Administration; and the Attorney General's Office for assistance with more complex problems. Real estate brokers, professional appraisers, surveyors and acquisition firms, are frequently employed to provide services. Frequent travel is required within the state.

The effectiveness of this position is measured by the orderly accomplishment of the district acquisition program. The incumbent must meet the district schedule while providing utmost consideration for the people affected. Failure to meet all federal and legal requirements could result in loss of all federal participation in the total project costs.

### ***Principal Accountabilities***

1. Plans, organizes and directs the work of the sections to acquire the necessary right-of-way to meet predetermined letting schedules.
2. Accomplishes timely completion of eminent domain action through liaison with attorneys and court officials. Ensures that all highway and land surveys are completed on schedule.
3. Ensures that equitable administrative settlements are considered prior to condemnation actions.
4. Ensures the equitable administration of the district relocation program.
5. Supervises, coordinates and evaluates outside firms providing services.
6. Trains, motivates, and evaluates staff. Ensures compliance with departmental policies, procedures and safety rules.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs all other duties as assigned.